

CHARTER TOWNSHIP OF HAMPTON
REGULAR MEETING
FEBRUARY 6, 2017

The regular meeting of the Charter Township of Hampton Board of Trustees was called to order at 7:00 p.m. by the Supervisor in the Boardroom of the Hampton Township Administrative Offices.

The pledge of allegiance was given to the flag.

The invocation was read and a moment of silence observed.

PRESENT: Wisniewski, Foret, Wright, Samyn, Hugo, DeWyse, Klass

ABSENT: None

ALSO PRESENT: VanDenBoom, Benchley, Hewitt, Weiler & 10 people in audience

Motion by Hugo seconded by Klass that the minutes of the January 17, 2017 regular meeting be approved as printed and that the reading of the minutes be waived. Motion carried.

COMMUNICATIONS:

Motion by DeWyse seconded by Klass that the Police Report for January 2017 be received. Motion carried.

AUDITORS REPORT:

Motion by Klass seconded by DeWyse that the following warrants be approved for payment:

#42832 - #42890	General Fund	\$ 133,637.32
electronic transfer	John Hancock	35,346.94
#2986 - #2987	Building Fund	6,055.28
#3502 - #3513	Sewer Fund	89,963.72
#6059 - #6087	Tax Fund	634,174.52
#2196 - #2219	Public Safety Fund	136,673.00
#1379 - #1382	Water Fund	<u>197,351.05</u>
		\$ 1,233,201.83

AYES: Klass, DeWyse, Hugo, Foret, Samyn, Wright, Wisniewski

NAYS: None

Motion carried.

Supervisor announced addition to new business: Center & Scheurmann lift station.

OPEN TO THE PUBLIC:

No one addressed the Board.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

Motion by Hugo seconded by Foret to approve the PA116 application for VanOoteghem Properties LLC, parcel no. 09-070-049-200-175-00. Motion carried.

Motion by DeWyse seconded by Foret that the following 2016 budget adjustments be approved:

<u>DECREASE</u>	<u>APRV.BUDGET</u>	<u>CHANGE</u>	<u>NEW BUDGET</u>
101-209-956.000 Assessor – Miscellaneous	155	155	-0-
101-209-930.000 Bldg. & Grds. – Utilities	10,555`	440	10,115
101-441-956.000 Bldg. & Grds. – Miscellaneous	1,900	9	1,891
101-526-740.000 Landfill – Operating Supplies	500	275	225
101-751-974.000 FRP – Land Improvement	29,408	723	2,685
<u>INCREASE</u>	<u>APRV.BUDGET</u>	<u>CHANGE</u>	<u>NEW BUDGET</u>
101-209-716.000 Assessor – Hospitalization	19,038	112	19,150
101-209-860.000 Assessor – Travel	1,500	88	1,588
101-265-930.000 Bldg. & Grds. – Bldg. Maintenance	22,310	395	22,705
101-441-740.000 DPW – Operating Supplies	12,000	9	12,009

101-526-803.000			
Landfill – Contracted Services	123,533	275	123,808
101-751-920.000			
FRP – Utilities	40,760	7	40,767
101-751-970.000			
FRP – Capital	16,568	716	17,284

AYES: DeWyse, Foret, Hugo, Klass, Samyn, Wright, Wisniewski
NAYS: None
Motion carried.

Motion by Hugo seconded by Klass to set the per night camping rate at \$24.00 per night regardless of electrical amp size, effective immediately.

AYES: Hugo, Klass, Foret, DeWyse, Samyn, Wright, Wisniewski
NAYS: None
Motion carried.

Motion by DeWyse seconded by Foret to adopt the Water and/or Sewer Delinquent Account Policy as follows:

THE POLICY OF THE HAMPTON TOWNSHIP BOARD OF TRUSTEES SHALL BE:

Five (5) business days, after the due date of each water and sewer billing, a list will be generated and a turn off notice will be sent to those customers who show arrears. This notice allows the customer an additional five (5) days to pay. At this time a \$5.00 processing fee will be added.

After the five (5) day period has passed without a payment, a RED TAG (FINAL NOTICE) will be delivered to the customer. If this property is leased, the RED TAG will be delivered to the tenant, and the owner will be mailed a copy of this water shut off notice. This allows the customer twenty-four (24) hours to pay before their water is shut off.

If the customer brings in the RED TAG, and cannot pay their full bill, they must pay at least one half and sign a payment agreement. Water service will be shut off if the paying agreement is not adhered to. The entire balance due must then be *paid in full*, and no future agreements will be made available to the customer.

Water service will be discontinued if there is no response to the issuance of the RED TAG. Once shut off, in order to have the water turned back on, the water account must be paid in full. The red tag fee of \$15.00, the water turn off fee of \$25.00, and the water turn on fee of \$25.00, (TOTAL CHARGES OF \$65.00) must also be paid. If the water has to be turned on, during anytime other than the normal DPW working hours, a minimum of two hours overtime for a DPW worker's call in charge will be added to the customer's bill.

If the water bill is delinquent for six (6) months or more, it will be entered on the next winter tax roll against the premises to which the water was supplied and it will become a lien against the property, pursuant to Ordinance No. 4-1.

The Hampton Township DPW takes care of turning the water off and on. Every reasonable effort will be made to assist the customer with a payment method.

AYES: DeWyse, Foret, Klass, Hugo, Samyn, Wright, Wisniewski

NAYS: None

Motion carried.

Motion by Foret seconded by Hugo to table a proposed property purchase on Scheurmann Road until the next meeting. Motion carried.

ATTORNEY REPORT:

Hewitt had no report.

ENGINEER REPORT:

Bartow was not present.

STANDING COMMITTEE REPORTS:

Motion by Hugo seconded by Wright that the Planning Commission minutes of January 12, 2017 be received. Motion carried.

OFFICER/TRUSTEE REPORTS:

CLERK - November & December 2016 financial reports.

TREASURER - 1/16/17 – 1/20/17	General Fund	\$ 380,193.00
	Building Fund	1,091.80
	Tax Fund	<u>69,652.24</u>
		\$ 450,937.04
1/23/17 – 1/27/17	General Fund	\$ 153,793.42
	Building Fund	195.00
	Tax Fund	<u>155,143.88</u>
		\$ 309,132.30
1/30/17 – 2/03/17	General Fund	\$ 184,665.66
	Building Fund	965.00
	Tax Fund	<u>2,141,361.08</u>
		\$ 2,326,991.74

- 4th Quarter Interest & Investment Report.

TRUSTEES:

Foret updated the board on the water transmission talks; and the water plant.

SUPERVISOR - DPW sprucing up the hall (paint & lowering ceiling).
- Corp of Engineers temporarily shut down dredging project.

OPEN TO THE PUBLIC:

Cub Scouts in attendance asked various questions regarding the meeting and the setting of the agenda.

Public portion of the meeting was closed.

Motion by Hugo seconded by DeWyse that the meeting adjourn. Motion carried. The meeting adjourned at 7:56 p.m..

Respectfully submitted:

Pamela J. Wright, Clerk

Steve Wisniewski, Supervisor

